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PART-IIA

GOVERNMENT OF MEGHALAYA

NOTIFICATIONS

The 25th June, 2020.

No.EDN.206/2019/33. - The Governor of Meghalaya is pleased to approve the following norms for providing Grant in Aid to Schools in the state of Meghalaya:-

- 1. Recognized and permitted schools:** Priority shall be given to already recognized and Permitted Schools, complying to clauses of RTE Act 2009 for elementary level and fulfilling the norms/guidelines under Secondary and Higher Secondary accessibility, quality, equity guided by the MHRD, GOI.
- 2. UDISE Code:** UDISE code and report card which is a school based enrolment information, teacher's qualification norms, PTR, infrastructure facilities and GIS mapping results on feeders schools and future prospect of the school shall be mandatory for consideration of Grant-in-Aid.
- 3. Registration Certificate of Society:** The Meghalaya State Education Policy (MSEP) has promulgated that private organizations cannot open schools in a profit making motive. For this purpose, it has been propagated by law that schools have to be operated by a society that has been created in accordance with the Societies Act of 1860 or by a trust that has been organized as per the Public Trust Act of individual States and such schools desiring to avail Grant - in - Aid shall furnish copy of the Registration Certificate.
- 4. Land documents:** The school's governing body/School Managing Committee (SMC) should possess a substantial area of land of not less than 2.5 acre in urban areas and not less than 3.5 acre in the rural areas.
- 5. Teacher's and Children's attendance :** The UDISE school report card is an important element for consideration, the application for grant-in-aid shall depend on the existing system practiced in the

school with regards to teacher's and children's attendance, whether any attempt is being made to utilized technological approaches to capture attendance and authentication process.

6. **Academic Progress:** The academic excellence and performance on Board exams shall be compulsory to avail Grant-in-Aid for Secondary and Higher Secondary Schools. However, a strategic differentiation between Rural & Urban School shall be devised. Separate notification will be issued from time to time on this matter.
7. **Community Support and Participation:** Taking a cue from aspect that school is a community, therefore, it is essential to deliberate on the importance of community support and consent to the proposal which shall accompany with regular meeting proceedings of SMC/Governing body as the primary source of consideration for Grant - in - Aid.
8. **Prescribe qualified Teachers:** The school shall fulfill the criteria and recruitment of NCTE prescribed qualified teacher's welfare scheme should be in place and substantially addressed by the school managing committee's authorities with regards to their emoluments, health benefits, insurance, pension scheme, career progression and professional development as a whole.
9. **Reserve Bank Account:** The School shall have a sufficient reserved fund of bank Account for payment of teacher's salary for a minimum period of 3 (three) months.
10. **Teachers Welfare Fund:** Establishment of Teachers Welfare fund. The School/Institution shall furnish the documentary evidence of establishment of Teachers Welfare fund with respect to teacher's health benefit, insurance, pension scheme, etc.
11. **Location of the School:** The school should not be located at the congested public roads and National Highways, so as to avoid traffic congestion/ accidents and Deputy Commissioner concerned to issue safety clearance.
12. **Safety Norms:** The compliance to the Policy Guidelines of the National Disaster Management Authority (NDMA) for school safety and subsequent clearance by the Deputy Commissioner and the Superintendent of Police is mandatory.

Meeting all the above criteria does not necessary entitle Grant in Aid from the Government which is subjected to availability of resources from time to time.

D. P. WAHLANG,
Principal Secretary to the Govt. of Meghalaya,
Education Department.

The 25th June, 2020.

No.EDN.206/2019/34.- The Governor of Meghalaya is pleased to approve the following norms and criteria for granting Opening Permission and recognition in the state of Meghalaya:-

1. **Registration Certificate of Society:** The Meghalaya State Education Policy (MSEP) has promulgated that private organizations cannot open schools in a profit making motive. For this purpose, it has been propagated by law that schools have to be operated by a society that has been created in accordance with the Societies Act of 1860 or by a trust that has been organized as per the Public Trust Act of individual State.
2. **Land Availability and Documents:** The total area of the school should be not less than 2.5 acre in the urban areas and 3.5 acre in rural areas. Nevertheless, even if the school possess such registered landed property, the congestion and environmental safeguard of the school shall be taken into consideration before according any approval. In addition the school should have sufficient classrooms, playground, separate toilets for boys and girls, drinking water supply and boundary walls.
3. **Academic Processes and Achievements:** The applicant school shall be subjected to scrutiny on its average performance in the SSLC for the last 3 years, the average incremental academic improvement, the percentage of class 10th enrolled students appearing for Board Exam and percentage of dropouts in class 10.
4. **Faculty and Support Staff:** The number of NCTE qualified teachers appointed and the transparent method of recruitment practiced should be indicated with authenticated documentation. The number of teachers in position and vacancy as per enrolment and subject teachers. The School should also actively participate and plan a professional development programme to all teachers and support staff.
5. **School Administration and Management:** An effective and functional School Managing Development Committee (SMDC) should be in place and conforming to the guidelines of SMDC as per RMSA norms. The school should submit the minutes of the monthly meeting and its activities and achievements of the previous year.
6. **Educational Processes:** The SMDC should constitute an Academic and Civil Work Committee to address issues on learning and infrastructure processes. These committees should nominate members from the requisite field and interest and should perform an advisory role to the SMDC. In addition, the academic committee should initiate and monitor the teacher's preparation of lesson and unit plans, formative assessment programme and implementation of the State's Curriculum Framework.
7. **Quality Assurances:** The proposed school should also kept in place a significant plan of action to check and ensure quality education through the adaptation of school evaluation processes as mandated in the Shaala Siddhi (National Programme on School Standards and Evaluation), the Meghalaya School

Improvement Programme (MSIP), preparation and submission of School Improvement Plan in the last three years and the number of plans achieved during the last three years.

8. **Minimum Reserve Fund:** The school should have reserve fund equivalent to 3 (three) month's salary of Teachers shall be maintained in the Account of the School concerned.
9. **Community Support and Participation:** Taking a cue from aspect that school is a community, therefore, it is essential to deliberate on the importance of community support and consent to the proposal which shall accompany with regular meeting proceedings of SMC/Governing body as the primary source of consideration for Grant - in - Aid.
10. **Prescribe qualified Teachers:** The school shall fulfill the criteria and recruitment of NCTE prescribed qualified teacher's, welfare scheme should be in place and substantially addressed by the school managing committee's authorities with regards to their emoluments, health benefits, insurance, pension scheme, career progression and professional development as a whole.
11. **Teachers Welfare Fund:** Establishment of Teachers Welfare fund. The School/Institution shall furnish the documentary evidence of establishment of Teachers Welfare fund with respect to teacher's health benefit, insurance, pension scheme, etc.
12. **Location of the School:** The school should not be located at the congested public roads and National Highways, so as to avoid traffic congestion/ accidents and Deputy Commissioner concerned to issue safety clearance.
13. For Evening & Morning Schools, the hours of Teaching should not be less than 3 hours per day.
14. For Affiliation/Examination matters, the school should seek information & guidance from MBOSE Office, Shillong/Tura
15. This Permission does not entail any assurance or commitment for grant of any kind of financial Assistance from the Government.
16. All Schools are to abide by the Rules & Regulations as laid down by Government from time to time.

Fulfilling of all conditions does not necessarily entitle qualification of recognition and granting of opening permission, the same for which is subject to inspection by Competent Authority.

D. P. WAHLANG,
Principal Secretary to the Govt. of Meghalaya,
Education Department.

The 26th June, 2020.

ORDER

No.EDN.48/2020/PT/17.- Whereas, the Ministry of Home Affairs, Government of India *vide* notification dated 29th March, 2020 had issued directions under Section 10 (2) (1) of the Disaster Management Act, 2005 whereby landlords had been directed not to seek rent payments from migrant workers, students and had further directed that in case of forced eviction for non-payment of rent, the same shall be punishable under the Disaster Management Act, 2005, and;

Whereas, the lockdown measures have been extended from time to time and as on date, the process of calibrated re-opening is underway, and;

Whereas, despite lifting of some restrictions, the functioning of schools, colleges, universities and other educational institutions remains prohibited, and;

Whereas, it is a fact that due to closure of business and professional activities during the period of the COVID-19 enforced lockdown, it has come to light that some parents are not in a position to pay the fees of school, educational institutions and hostels at existing rates, if demanded in one go, and;

Whereas, charging of fees by the hostels, despite the fact that the same are not presently in use by the students would put huge pressure on the student community;

Now therefore, in exercise of the powers, conferred under the Disaster Management Act, 2005 read with Regulations 14 and 15 of the Meghalaya Epidemic Diseases, COVID-19 Regulations, 2020, the undersigned, in his capacity as Chairperson, State Executive Committee hereby issues the following directions:

- i. Government, Government-aided and privately owned hostels in the State of Meghalaya are directed to cease and desist from charging rent from students during the period of the lockdown beginning from April 2020 till further orders in this regard.
- ii. If any proprietor is found violating the instant directions, he/she shall be liable for action under the provisions of Section 51 of the Disaster Management Act, 2005 and under the provisions of the Epidemic Diseases Act, 1897 and Regulations framed there under.

The Deputy Commissioner of respective districts and Superintendent of Police will be personally liable for the strict implementation of the above directions mentioned in the instant order.

This Hostel fees exemption order is applicable to students who are not using the hostel facilities.

Given under my hand and seal today the 26th June, 2020.

M. S. RAO,
Chief Secretary,
Chairman, State Executive Committee,
State Disaster Management Authority,
Government of Meghalaya.

The 26th June, 2020.

ORDER

No.EDN.48/2020/21.- Whereas, the spread of Novel Corona Virus (COVID-19) has been declared as Pandemic by WHO and at present, it is a major threat to life and, therefore, a grave matter of concern for the country as well as the State of Meghalaya, and;

Whereas, the Government of India *vide* Notification dated 24th March, 2020 issued under the provisions of the Disaster Management Act, 2005 had directed implementation of nation-wide lockdown for a period of 21(twenty one) days which was further extended upto 5th June, 2020 and people were under strict directions to restrain from going out of their homes, and;

Whereas, due to the above restrictions, the financial resources of the parents of several wards of students are under severe strain and some parents are not in a position to pay the tuition fee of their wards at increased rates or even at existing rates if demanded on quarterly basis in one go, and;

Whereas, despite substantial reduction in restrictions with effect from 5th June, 2020, the operation of schools, colleges, Universities and other educational institutions remains prohibited, and;

Whereas, it has been brought to the notice of the undersigned that some Private institutions have increased the fee in the academic session 2020-2021 without taking cognizance of the prevailing situation in view of the announcement of lockdown by the Central Government and despite the enforcement of Disaster Management Act, 2005 and the Meghalaya Epidemic Diseases, COVID-19 Regulations, 2020 under the Epidemic Diseases Act, 1897 for prevention and containment of COVID-19 and also without compliance of the mandatory provisions of the Meghalaya School Education Act, Meghalaya Board of School Education, 1973, and;

Whereas, it has further come to the notice that some private institutions have started charging the fees from the students under various new heads in violation of the directions of Hon'ble Supreme Court as well as the directions of the Directorate of Education, and;

Whereas, the tuition fee and annual fee charged from the students, cover all the expenditure to be incurred on salary, establishment, curricular activities and co-curricular activities;

Now, therefore, in exercise of the powers conferred under the provisions of the Meghalaya School Education Act, Meghalaya Board of School Education, 1973 and the Meghalaya Private Universities (Regulation of Establishment and Maintenance of Standards) Act, 2012, other guidelines issued by the Department in respect of regulation of fee and under other enabling provisions of the above Acts and Rules or any other applicable rules, and further in exercise of the powers, conferred under the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, State Executive Committee hereby issues directives to all Heads / Managers of the educational institutions of Meghalaya as under:-

1. Status Quo of all fees to be maintained from the last academic session (2019-2020) for the year 2020-2021 in all institutions.
2. No tuition fees should be collected from the Below Poverty Line (BPL) families or those directly impacted by the lockdown which led to the loss of their livelihood in Government, Government Aided, Deficit and Deficit Pattern institutions for the months of March, April and May, 2020.
3. 50% reduction of school/college fees for children from BPL or those who lost their livelihood during the furlough period of lockdown studying in Unaided or purely private institutions for the months of April & May, 2020.

4. No other fees shall be collected except tuition fees in all institutions for the months of March, April and May, 2020 from all students.
5. In cases where Institutions have collected fees in advance the same may be adjusted in the subsequent months.

This Notification shall come into force with immediate effect and until further orders.

Given under my hand and seal today the 26th June, 2020.

M. S. RAO,
Chief Secretary,
Chairman, State Executive Committee,
State Disaster Management Authority,
Government of Meghalaya.

The 1st July, 2020.

No.EDN.190/2011/Pt/333.- In compliance to the provisions of the Sub - Section (1) of Section 23 of the RTE Act, 2009, the NCTE vide Notification dated 23rd August, 2010 had laid down the minimum qualifications for a person to be eligible for appointment as teacher in Class I to Class VIII and has stated the Teacher Eligibility Test (TET) as minimum criteria.

Therefore, in pursuance to the above RTE provisions, it is hereby notified that Meghalaya Teacher Eligibility Test (MTET) is compulsory for a person to be eligible for appointment as elementary school teachers in Class I to VIII. This would apply to schools referred to in clause (n) of Section 2 of the RTE Act, 2009 which include -

- (a) *A school established, owned or controlled by the appropriate Government or a local authority, referred to in sub-clause (i) of clause (n) of Section 2 of the RTE Act.*
- (b) *An aided school receiving aid or grants to meet whole or part of its expenses from the appropriate Government or the local authority, referred to in sub-clause (ii) of clause (n) of section 2 of the RTE Act; and*
- (c) *An unaided school not receiving any kind or grants to meet its expense from the appropriate Government or the local authority, referred to in sub-clause (iv) of clause (n) of Section 2 of the RTE Act.*

This notification shall come into force with immediate effect.

D. P. WAHLANG,
Principal Secretary to the Govt. of Meghalaya,
Education Department.

The 8th July, 2020.

ORDER

No.EDN 48/2020/PT 1/26.- Whereas, the spread of Novel Corona Virus (COVID-19) has been declared as Pandemic by WHO and at present, it is a major threat to life and, therefore, a grave matter of concern for the country as well as the State of Meghalaya, and;

Whereas, the Government of India *vide* Notification dated 24th March, 2020 issued under the provisions of the Disaster Management Act, 2005 had directed implementation of nation-wide lockdown for a period of 21 (twenty one) days which was further extended upto 5th June, 2020 and people were under strict directions to restrain from going out of their homes, and;

Whereas, despite substantial reduction in restrictions with effect from 5th June, 2020, the operation of schools, colleges, Universities and other educational institutions remains prohibited, and;

Whereas, in maintaining health protocols, social distancing and for avoiding public gatherings in Institutes across the State during Admissions for students into Class XI, Undergraduate and Post-graduate first semester courses and in pursuance to the Meghalaya Epidemic Diseases COVID-19 Regulations 2020 issued by the Health & Family Welfare Department *vide* No.Health.68/2020/38, dated 19th March, 2020 and with all amendments made therein, and;

Whereas, it has been brought to the notice of the undersigned that some Private institutions have already started issuing Admission forms physically to students without taking cognizance of the prevailing situation and in violation of the health protocols as issued by Central and State Governments from time to time;

Now, therefore, in exercise of the powers conferred under the provisions of the Meghalaya School Education Act, Meghalaya Board of School Education Act, 1973, and the Meghalaya Private Universities (Regulation of Establishment and Maintenance of Standards) Act, 2019, other guidelines issued by the Department in respect of admission of students into educational institutions and other applicable rules, hereby issues the following directive to all Heads/Principals of the educational institutions of Meghalaya as under:-

1. Admission forms for students are to be issued online only and free of cost.
2. (i) **Submission of application forms:** The submission of forms may be limited to 200 (two hundred) numbers per day for which collection desks are to be operated at 5 (five) different locations in the college, limiting number of students submitting the forms to a maximum of 40 (forty) per desks. In the event of shortage of office staff for the admission process, the services of teachers and supporting staffs are to be requisitioned for smooth speedy and efficient handling of admission process.
- (ii) Education Department will further issue suitable advisories from time to time on the matter after due consultations with the head of Institutions. For the present, only those forms marked for submission on a

particular day are to be entertained. It must also be ensured that only one person (either the student or his/her representative) is allowed to enter the institution premises.

- (iii) In order to maintain social distancing in the premises, markings are to be done at appropriate places at an interval of 1.5 meters on the floor/ground.
- (iv) No person is to be allowed to enter the institution premises without wearing a mask/face cover.
- (v) Thermal screening of students/their representatives are to be done at the entrance and persons without any symptoms only be allowed to enter.
- (vi) Hand sanitizers/hand washing arrangement with soap and water are to be placed at the entrance to the premises and it is also to be ensured that every person washes/sanitises his/her hands thoroughly prior to entering the institution premises.
- (vii) Mobile numbers and E-mail ids of all the applicants are to be retained by the institution authorities for conveying information on selection or otherwise of the applicant and no notice in this regard should be displayed in the college notice board.
- (viii) In order to avoid overcrowding and maintaining social distance near the entrance of the institution the authorities of the institution are to seek prior assistance from District Administration giving full details of schedule of admission process.
- (ix) The final list of selected students should be displayed on the Institutions website.

Given under my hand and seal today the 8th July, 2020.

D. P. WAHLANG,
Principal Secretary to the Govt. of Meghalaya,
Education, Department.

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: J OWAI.

The 1st August, 2019.

No.JHADC/LEG/10/2019/27:- In pursuance of paragraph 11 of the Sixth Schedule to the Constitution of India, the following Rules of the Jaintia Hills Autonomous District Council is hereby published for general information.

THE JAINTIA HILLS AUTONOMOUS DISTRICT (ELECTION TO THE OFFICE OF DOLLOI) RULES, 2019.

In exercise of the powers conferred by Section 35 of the Jaintia Hills Autonomous District (Establishment of Elaka and Village and Election, Appointment, Powers, Functions and Jurisdiction of Dolloi/Sirdar and Waheh Shnong) Act, 2015 the Executive Committee with the approval of the District Council, Jaintia Hills Autonomous District, is pleased to make the following Rules, namely: -

THE JAINTIA HILLS AUTONOMOUS DISTRICT (ELECTION TO THE OFFICE OF DOLLOI) RULES, 2019.

(Passed by the Jaintia Hills Autonomous District Council in the Summer Session held during July and August, 2019)

(Published in the Gazette of Meghalaya dated the 13th August, 2020)

**CHAPTER – I
PRELIMINARY****1. Short title, extent and commencement: -**

- (1) These Rules may be called **the Jaintia Hills Autonomous District (Election to the Office of Dolloi) Rules, 2019.**
- (2) They shall have the like extent as the Act under which they are framed excluding Saipung and Sumer Elakas.
- (3) They shall come into force at once.

2. Definitions: -

- (1) In these Rules, unless there is anything repugnant in the subject or the context: -

- (i) "Act" means the Jaintia Hills Autonomous District (Establishment of Elaka and Village and Election, Appointment, Powers, Functions and Jurisdiction of Dolloi/Sirdar and Waheh Shnong) Act, 2015.
 - (ii) "Council" means the Jaintia Hills Autonomous District Council.
 - (iii) "Election" means an Election to the office of the Dolloi.
 - (iv) "Electoral Registration Officer" means the Electoral Registration Officer appointed under Rule 3 and includes an Assistant Electoral Registration Officer thereof appointed under Rule 4.
 - (v) "Executive Committee" means the Executive Committee of the Jaintia Hills Autonomous District Council.
 - (vi) "Electoral Roll" means the Electoral Roll prepared under these Rules.
 - (vii) "Electoral Roll Number of a person" means –
 - (a) The serial number of the entry in the electoral roll in respect of the person;
 - (b) Part number of the electoral roll in which such entry occurs; and
 - (c) The name of the Elaka to which the electoral roll relates;
 - (viii) "Form" means a form appended to these Rules.
 - (ix) "Gazette" means the Gazette of Meghalaya.
 - (x) "Government" means the Government of Meghalaya.
 - (xi) "Returning Officer" means an Officer appointed under Rule 5.
 - (xii) "Section" means a Section of the Jaintia Hills Autonomous District (Establishment of Elaka and Village and Election, Appointment, Powers, Functions and Jurisdiction of Dolloi/Sirdar and Waheh Shnong) Act, 2015.
- (2) The expressions used in these Rules and not otherwise defined shall have the same meaning in which they are used in the Act.

CHAPTER – II

APPOINTMENTS, POWERS, DUTIES AND FUNCTIONS

3. Electoral Registration Officer: -

The Electoral Roll for the Elaka shall be prepared by an Electoral Registration Officer who shall be such officer of the Council as the Executive Committee may appoint in this behalf.

4. Assistant Electoral Registration Officer: -

- (1) The Executive Committee may appoint one or more persons as Assistant Electoral Registration Officer to assist the Electoral Registration Officer in the performance of his duties.
- (2) Every Assistant Electoral Registration Officer shall be competent to perform all or any of the functions of the Electoral Registration Officer as may be assigned to him.

5. Appointment of Returning Officer:-

- (1) The Executive Committee shall appoint a Returning Officer to conduct the election of Dolloi. The Executive Committee shall also appoint one or more Assistant Returning Officers who shall assist the Returning Officer in the discharge of duties in connection with the election. The Executive Committee or the Returning Officer may assign to the Assistant Returning Officer any functions of the Returning Officer and in discharge of these functions the Assistant Returning Officer shall exercise the powers of the Returning Officer.
- (2) The Returning Officer shall also perform such other functions as may be assigned to him by the Executive Committee.

6. Appointment of Presiding Officers, Polling Officers and Polling Personnel:-

- (1) The Executive Committee or Returning Officer so authorised by the Executive Committee shall appoint a Presiding Officer for each polling station and such Polling Officers to assist the Presiding Officer as he deems necessary.
- (2) The Executive Committee may also appoint such other personnel required for the conduct of election to the office of Dolloi.

7. Security Personnel:-

For the purpose of maintaining a free, fair and smooth conduct of election, the Returning Officer shall write to the District Magistrate and the Superintendent of Police to depute security personnel at the time of election.

CHAPTER – III ELECTORAL ROLLS

8. Electoral Roll:-

There shall be an Electoral Roll showing the names of the persons qualified to vote. The Electoral Roll shall be prepared in accordance with the provisions of these Rules under superintendence, direction and control of the Executive Committee.

Provided that the preparation or revision of Electoral Roll as the case may be, shall be taken up as and when directed by the Executive Committee.

9. Appointment of persons for preparation of Electoral Roll:-

The Electoral Registration Officer shall request the Secretary, Executive Committee to make available the services of the staff of Jaintia Hills Autonomous District Council as may be necessary for preparing the Electoral Roll and thereafter issue appointment orders.

10. Notification regarding programme for preparation of Electoral Roll:-

(1) The Electoral Registration Officer for Dolloiship Election shall draw up the programme for enumeration, publication of draft Electoral Roll, other matters relating to the preparation of Electoral Roll and for final publication with the approval of the Executive Committee.

(2) The Electoral Registration Officer shall, in relation to the preparation of Electoral Roll, specify by notification in the local newspapers having wide circulation in the area, public announcement in the Elaka: -

- (a) The beginning of the enumeration exercise in the Elaka.
- (b) The date for publication of the draft Electoral Roll.
- (c) The last date for filing of claims and objections.
- (d) The period of disposal of claims and objections.
- (e) The date of final publication of the Electoral Roll.
- (f) Rates of different fees as may be fixed by the Executive Committee from time to time.

Provided that, if the Electoral Registration Officer considered it expedient so to do, for sufficient reasons may with the approval of the Executive Committee extend the period for lodging of claims and objections, period for disposal of such claims and

objections and may also make consequential changes with respect to the date for final publication of the Electoral Roll.

11. Eligibility of registration:-

A person is entitled to be registered in the Electoral Roll of the Elaka if:-

- (a) He is not less than 18 years of age.
- (b) He is a native resident of the Elaka belonging to the indigenous tribe.
- (c) He is a person of sound mind.

12. Disqualification for registration in the Electoral Roll:-

(1) A person shall be disqualified for registration in Electoral Roll if he: -

- (a) Is not an indigenous tribal resident of the Elaka.
- (b) Is of unsound mind and stands so declared by a Competent Court or such other authority as may be recognised by the Executive Committee.
- (c) Is for the time being disqualified from voting under the provision of any law relating to corrupt practices and other offences in connection with Elaka/District Council/Assembly/Parliamentary Elections.
- (d) Is less than 18 years of age on the date as may be notified by the Executive Committee for the preparation or revision, as the case may be, of the Electoral Roll.
- (e) Is already registered as a voter in some other Elaka.

(2) The name of any person who becomes disqualified after registration shall be struck off from the Electoral Roll.

Provided that, the name of any person struck off from the Electoral Roll of the Elaka by reason of disqualification under clause (c) of sub-rule (1) shall forthwith be reinstated in that Roll if such disqualification is, during the period of which such Roll is in force, removed under any law authorising such removal.

13. Preparation of Electoral Roll and draft publication thereof:-

- (1) The Electoral Roll of the Elaka shall be prepared by the Electoral Registration Officer.
- (2) Electoral Roll of the Elaka shall be divided into convenient parts as per the number of villages comprising within the Elaka.

- (3) The Electoral Registration Officer shall publish the draft Electoral Roll by making a copy thereof available for inspection at his office and at such places in the Elaka as may be specified by him for the purpose.

Provided that, such publication of Electoral Roll in draft shall be made on the date appointed by the Executive Committee under Rule 10.

- (4) The notice shall contain the date by which objections or claims may be filed and the authority or authorities to whom they may be presented.

14. Claims and objections:-

- (1) Every claim for the inclusion of a name in the Electoral Roll shall be in Form 1 duly signed by the person desiring his name to be included in the Electoral Roll.
- (2) Every objection to an entry in the Electoral Roll shall be in Form 1A to be preferred by a person whose name is already included in that Roll.
- (3) Every correction to a particular or particulars in an entry in the Electoral Roll shall be in Form 1B and to be preferred only by the person to whom that entry relates.

15. Period for lodging claims and objections:-

Every claim for the inclusion of name in the Electoral Roll and every objection and correction to an entry therein shall be lodged within a period of 15 (fifteen) days from the date of publication of the draft Electoral Roll under Rule 10.

16. Procedure for lodging claims and objections:-

Every claim or objection shall be presented either to the Electoral Registration Officer or to such other Officer as may be designated by him in this behalf before the last date fixed under Rule 15.

Provided that any claim or objection which is not lodged within the period prescribed or in the form and procedure herein specified shall be rejected by the Electoral Registration Officer.

17. Disposal of claims and objections:-

- (1) On the date, time and at the place fixed, the Electoral Registration Officer after hearing all the parties shall decide the claims and objections under the provisions of these rules and shall record his decision and pass order accordingly.
- (2) A copy of the order of the Electoral Registration Officer shall be given to the claimant or objector immediately on demand on payment of an amount as may be fixed by the Executive Committee from time to time.
- (3) Any person aggrieved by an order passed under the provisions of sub-rule (1) may, within 7 (seven) days from the date of the order, prefer an appeal before the Executive Committee who shall, as far as practicable be, within a week, decide the same, confirming such order, or setting it aside or passing such other order with respect to the claim and objection as it may deem fit.
- (4) Every appeal under these Rules shall be : -
 - (a) in the form of memorandum signed by the applicant,
 - (b) accompanied by a certified copy of the order appealed from,
 - (c) presented to the Secretary, Executive Committee within a period of 7 (seven) days from the date of the order appealed from, and
 - (d) accompanied by a fee at a rate as may be fixed by the Executive Committee from time to time.
- (5) The Executive Committee may call for the records and after hearing the parties may either allow or reject the appeal.

18. Final publication of Electoral Roll:-

- (1) The Electoral Registration Officer shall cause the Electoral Roll to be corrected in accordance with any order passed under Rule 17 and shall publish the Electoral Roll so corrected.
- (2) On such publication the Electoral Roll, with or without amendments, shall be the final Electoral Roll of the Elaka and shall come into force from the date of publication under sub-rule (1).

- (3) In case it comes to the notice of the Electoral Registration Officer that any inadvertent error or typographical error occurred in the published Electoral Roll, the Electoral Registration Officer with the approval of the Executive Committee shall accordingly issue a corrigendum.

Provided that no amendment shall be made under this Rule and no direction for inclusion of a name or deletion of name shall be given after the last date for filing of nomination to an election in the Elaka.

- (4) The final Electoral Roll of the Elaka duly published shall be made available for the public on a payment of a sum, as may be fixed by the Executive Committee from time to time.

19. Jurisdiction of Civil Courts barred:-

No Civil Court shall have jurisdiction-

- (a) to entertain or adjudicate upon any question whether any person is or is not entitled to be registered as an elector in an Electoral Roll for the Elaka.
- (b) to question the eligibility of any action taken by, or under the authority of the Electoral Registration Officer or of any decision given by any authority appointed under these Rules for the preparation of any such Electoral Roll.

CHAPTER – IV
CONDUCT OF ELECTION TO THE OFFICE OF DOLLOI

20. Election Programme:-

- (1) Pursuant to the provision of Section 4(1) of the Act, the Returning Officer with the prior approval of the Executive Committee shall frame a programme for election to the office of Dolloi hereinafter referred to as the "Election Programme".
- (2) The Election Programme shall specify the dates and time on/by/or within which -
- (i) the date for holding election shall be notified and published in at least 2 (two) local daily;
 - (ii) the nomination papers shall be presented;
 - (iii) the nomination papers shall be scrutinised;
 - (iv) a candidate may withdraw his candidature;

- (v) final list of contesting candidates shall be notified;
- (vi) the list of polling stations shall be notified;
- (vii) the poll shall be held;
- (viii) the counting shall be done and
- (ix) the result of election shall be declared.

(3) The Election Programme shall be published 10 (ten) days before the date of filing of nomination papers by public notice, a copy of which shall be displayed in the Notice Board of the Jaintia Hills Autonomous District Council.

(4) The Executive Committee or Returning Officer, if authorised, by the Executive Committee may by an order amend, vary or modify the Election Programme at any time.

Provided that, no such order shall be deemed to invalidate any proceedings taken before the date of such order.

21. Notice of Election:-

The Executive Committee shall notify the date and time on which Election to the office of the Dolloi shall be held and the same shall be published in at least 2 (two) local daily newspapers and a copy of which shall also be displayed on the Notice Board of the Jaintia Hills Autonomous District Council or in the Elaka concerned.

22. Conduct of Election:-

The Returning Officer shall on the date on which the Election Programme is issued under Rule 20 shall affix a notice in Form-2 at the Office of the Jaintia Hills Autonomous District Council and such other places as the Executive Committee or any Officer authorised by it, may specify –

- (a) Invitation of nomination papers by the candidates for election;
- (b) the date, time and place where and when the nomination paper shall be submitted;
- (c) the authority to whom nomination shall be submitted;
- (d) the date, time and place for the scrutiny of nomination papers of candidates;
- (e) the date, time and place and authority for the receipt of notice of withdrawal;
- (f) the date, time and place for the allotment of symbols;
- (g) the date and time of poll.

Explanation: - The date fixed under clauses (b), (d), and (e) shall be the same as specified under rule 20 in this behalf.

23. Qualification: - A person shall not be qualified to be elected and appointed as Dolloi unless he possess the qualification specified under Section 8 of the Act.

24. Disqualification: - A person shall be disqualified from being elected and appointed as Dolloi of the Elaka under any of the conditions of Section 9 of the Act.

25. Filing of nominations:-

- a) Nomination of a candidate must be filed in the prescribed form as specified in Appendix-I which can be purchased from the office at a price as may be fixed by the Executive Committee from time to time. Nomination must be made within the stipulated date as prescribed by the Returning Officer for such purpose. Nomination papers can be filed only between 11:00 AM and 3:00 PM on the date fixed.
- b) Candidates can file a maximum of 4 (four) sets of nomination papers, accompanied by a non-refundable nomination fee as may be fixed by the Executive Committee from time to time.
- c) Nomination papers may be presented either by the candidate personally or by any of his proposers.
- d) Nomination papers must be delivered to the Returning Officer or Assistant Returning Officer.
- e) While filing the nomination papers, the Returning Officer/Assistant Returning Officer before whom such nomination paper is filed, shall enter the serial number and sign the form of acknowledgement receipt of nomination papers.
- f) Candidate/Proposer shall obtain a copy of the acknowledgement receipt for nomination papers from the Returning Officer/Assistant Returning Officer.
- g) Any person who is not an eligible voter under the Act shall not be eligible to sign any nomination paper as a proposer.
- h) A person who is unable to write his name shall be deemed to have signed an instrument or any other papers if he has placed his thumb-impression on such instrument or paper in the presence of the Returning Officer/Assistant Returning Officer. Such an officer on being satisfied as to his identity shall attest the thumb impression.

26. Symbol for election:-

- (1) The symbol which may be allotted to the candidate are specified in the First Schedule.
- (2) A candidate shall select in order of preference three symbols out of the symbols specified in Schedule – I (List of Symbols).
- (3) The Executive Committee shall have the power to add or delete the symbols in Schedule - I.

27. Scrutiny of nominations:-

- (i) The Returning Officer is required to hold the scrutiny of all nomination papers received by him on the date fixed for the scrutiny. Scrutiny of nomination papers shall take place on the day immediately following the last day for filing nominations provided that such day is not being a public holiday. Also, such scrutiny can be conducted only by the Returning Officer, and in his absence by the Assistant Returning Officer.
- (ii) Only four persons in the case of each candidates may attend the place of scrutiny. They are: - (i) The candidate himself, (ii) The candidate's Election Agent, (iii) One proposer of the candidate and (iv) One other person authorised in writing by the candidate.
- (iii) The Returning Officer shall not reject any nomination paper on the ground of any defect which is not a substantial character.
- (iv) The Returning Officer shall hold the scrutiny on the date and time appointed in this behalf and shall not allow any adjournment of the proceedings except when such proceedings are interrupted or obstructed by riot, open violence or causes which are beyond his control.

Provided that, in case an objection is raised by the Returning Officer or is made by the candidate or the person duly authorised in writing by the candidate, the candidate concerned may be allowed time to rebut it not later than the next day following the date of scrutiny, and the Returning Officer shall record his decision on the date to which the proceedings have been adjourned.

- (v) The Returning Officer shall record on each nomination paper his decision accepting or rejecting the same and, if the nomination paper is rejected shall record in writing, a brief statement of reasons for such rejection.
- (vi) Immediately after all the nomination papers have been scrutinized and decisions accepting or rejecting the same have been recorded, the Returning Officer shall prepare in Form-3 a list of valid candidates, that is to say, candidates whose nominations have been found valid and affix it on the Notice Board at the office of the Returning Officer.

28. Rejection of nomination papers:-

The Returning Officer may reject the nomination papers on any one of the following grounds, viz.: -

- (i) If the candidate does not possess the qualifications as specified under Section 8 of the Act.
- (ii) If the nomination papers have been delivered to the Returning Officer/Assistant Returning Officer by a person other than the candidate or his proposer.
- (iii) If the nomination papers have not been delivered at the place specified.
- (iv) If the nomination papers have been delivered to a person other than the Returning Officer/Assistant Returning Officer.
- (v) If the nomination paper is not in the prescribed form.
- (vi) If the nomination paper has not been subscribed by the proposer and the seconder.
- (vii) If the nomination fee has not been paid by the candidate.
- (viii) If signature of the candidate or his proposer and the seconder on the nomination papers is/are not genuine.
- (ix) If the proposer and the seconder is not an elector of the Elaka.
- (x) If the candidate fails to specify the age in the nomination papers.
- (xi) If the candidate is liable for disqualification under Section 9 of the Act.

29. Withdrawal of Candidature:-

- (1) On acceptance of nomination papers, a validly nominated candidate may withdraw from the contest for any reasons. The withdrawal of candidature can be allowed only after the scrutiny of nominations, then such withdrawal shall be made by a notice in

writing duly signed by the candidate himself and shall be delivered to the Returning Officer not later than 3:00 PM on the last date fixed for withdrawal of candidature.

- (2) The notice of withdrawal of candidature shall be made either by the candidate himself or by any one of his proposers who signed his nomination papers as proposer or by duly appointed Election Agent, but if it is delivered by his proposer or his agent then such proposer or Election Agent must be authorized by the candidate in writing in this behalf.
- (3) Accompanied by a withdrawal fee of the amount of which may be fixed by the Executive Committee from time to time.

30. Final List of contesting candidates:-

- (1) On completion of the scrutiny of nomination papers and after the expiry of the period within which candidature may be withdrawn under Rule 29, the Returning Officer shall forthwith prepare a final list of contesting candidates.
- (2) The said list shall contain the names in alphabetical order and the addresses of the contesting candidates as given in the nomination papers as specified in Form 3A.

31. Allotment of symbols:-

- (1) After the preparation of the final list of the contesting candidate referred to in Rule 30, the Returning Officer shall –
 - (i) allot one of the different symbols to each contesting candidate in conformity with as far as practicable with his choice.
 - (ii) if more than one contesting candidates have indicated their preference for the same symbol, decide by the time of filing for nominations whoever is earlier.
 - (iii) forthwith inform every candidate or his election agent the symbol allotted to the candidate and supply the specimen thereof.
- (2) The allotment of the symbol by Returning Officer to the candidate shall be final.

32. Publication of the list of contesting candidates with symbols:-

The Returning Officer shall immediately cause a copy of the list of contesting candidate along with allotted symbols as in Form-4 and also to be displayed on the Notice Board in his office and shall also supply a copy thereof to each of the contesting candidates or to their Election Agent.

33. Appointment of Election Agent:-

- (1) If a candidate desired to appoint an Election Agent, such appointment shall be made in Form 5 either at the time of delivering the nomination paper or at any time before election.
- (2) The appointment of the Election Agent may be revoked by the candidate at any time by a declaration in writing signed by him and lodge before the Returning Officer. Such revocation shall take effect from the date on which it is lodged. In the event of such revocation or in the event of death of the Election Agent before or during the period of election, the candidate may appoint a new Election Agent in accordance with the provision of sub-rule (1).

34. Appointment of polling agent:-

- (1) At any election in which poll is to take place, any contesting candidate, or his election agent, may appoint a person who is a voter of the Elaka to act as polling agent of such candidate at each polling station. Such appointment shall be made by a letter in writing in duplicate in Form-6 signed by the candidate or his election agent, as the case may be.
- (2) The candidate or his election agent, as the case may be, shall deliver the duplicate copy of the letter of appointment to the polling agent who shall on the date fixed for the poll, present and sign the declaration contained therein, before the Presiding Officer. The Presiding Officer shall retain the duplicate copy presented to him in his custody. No polling agent shall be allowed to perform any duty at the polling station unless he has complied with the provisions of this sub-rule.
- (3) The appointment of the polling agent may be revoked by a candidate or his election agent at any time before the commencement of the poll by a declaration in writing signed by him. Such declaration shall be lodged before the Presiding Officer at the Polling Station where the agent is so appointed for duty.

Provided that where the appointment of a polling agent is revoked or on the death of the polling agent before the commencement of the poll the candidate or his election agent may, at the time before the poll is closed, appoint a new polling agent in accordance with the provision of the Rules.

35. Non-attendance of agent:-

Where any act or thing is required or authorised by these rules to be done in the presence of agents, the non-attendance of any such agent or agents at the time and place appointed for the purpose shall not, if the act or thing is otherwise duly done, invalidate the act or thing done.

36. Death of a candidate before poll:-

If a candidate whose nomination has been found valid on scrutiny and who has not withdrawn his candidature, died and a report of his death is received before commencement of the poll and the number of remaining contesting candidates is more than one, the election shall not be countermanded but in case there remains only one candidate in the field, the election shall take place de-novo as per the directions of the Executive Committee.

Provided that no fresh nomination shall be necessary for a candidate who was a contesting candidate at the time of countermanding of the election.

37. Uncontested election:-

- (1) If after the date and time fixed for withdrawal of nomination paper there remains only one candidate whose nomination paper is found to be valid, the Returning Officer shall forthwith declare in Form-7 the candidate duly elected to fill the seat and shall inform the Executive Committee.
- (2) If no nomination paper has been filed, the Returning Officer shall report that fact to the Executive Committee for further action to fill the office of the Dolloi in accordance with the relevant provisions of the Act and these Rules.

CHAPTER – V

POLLING AND VOTING FOR ELECTION

38. Manner of voting at election:-

Votes shall be casted by secret ballot, and no vote shall be allowed by proxy.

39. Ballot Box:-

Every ballot box shall be of such design that ballot papers can be inserted therein but cannot be withdrawn therefrom without the box being unlocked and the paper seals being broken.

40. Ballot Papers:-

- (1) Every ballot paper at an election shall be of such design or colour as the Executive Committee may specify.
- (2) The required number of ballot papers for a polling booth shall be supplied to the Presiding Officer by the Returning Officer against proper receipt and an account of such ballot papers so issued shall be maintained by the Returning Officer.
- (3) The Presiding Officer shall keep an account of the ballot papers supplied to him for use at the polling booth in Form-8.

41. Notice at polling stations:-

- (1) Outside and inside the venue of each polling station the following shall be displayed prominently: -
 - (i) Notice specifying the polling area.
 - (ii) Notice showing the names of each contesting candidates in alphabetical order.
- (2) The Returning Officer shall provide for each polling station sufficient copies of the Electoral Rolls in respect of the polling area, the voters of which are entitled to vote at such polling station as well as such other equipments and accessories as may be required for conducting the poll at such polling station.

42. Arrangement of polling stations:-

- (1) Each polling station shall be provided with one or more polling compartments which must be screened, in which voters can one after another cast their votes.

- (2) No other voter shall be allowed to enter the polling compartment unless the voter inside such compartment for the purpose of casting his vote comes out.

43. Admission of voters to polling station:-

The Presiding Officer shall regulate the number of voters inside the polling station and shall bar there from all persons other than-

- (a) Polling Officers.
- (b) Officials on duty in connection with the election.
- (c) Person(s) specially authorised by the Presiding Officer.
- (d) Candidates, election agents and polling agent for each candidate.
- (e) A child in arms accompanying a voter.
- (f) A person accompanying a blind or infirm voter who cannot move without help and
- (g) Such other person(s) as the Presiding Officer may employ for the purpose of identifying the voter.

44. Ballot boxes to be locked and sealed before the commencement of poll:-

- (1) The Presiding Officer at each polling station shall immediately before the commencement of poll, allow inspection of each ballot box, to be used at the poll by the candidates, their election agents and their polling agents, who are present at such station and demonstrate to them and to all other persons present, that it is empty.
- (2) The Presiding Officer shall, after complying with the provisions of sub-rule (1) secure and seal the box in such manner that the slit in the box for insertion of ballot papers therein remains open and shall also allow the candidates, their election or polling agents, who may be present to put their signatures on the paper seal and affix their seal if they so desired before it is placed/inserted in the ballot box.
- (3) The paper seal to be used for ballot box shall be affixed in such a manner that it shall not be possible to open the box again without breaking the paper seal.

45. Identification of Voters:-

- (1) The Presiding Officer may employ at the polling station such persons as he thinks fit to help in the identification of the voters or to assist him otherwise in conducting the poll.

Provided that, identity cards issued by the Election Commission of India, Ration Card, Driving License, Passbook etc shall be valid proof of identification during the polling for Elections to the office of Dolloi.

- (2) As each voter enters the polling station, the Presiding Officer or the Polling Officer authorised by him in this behalf shall check the voters name and other particulars with the relevant entry in the Electoral Roll and then call out the serial number, name and other particulars of the voter.
- (3) In deciding the right of a person to obtain a ballot paper, the Presiding Officer of the polling station shall over-look minor clerical or printing errors in any entry in the Electoral Roll if he is satisfied that such person is the name to whom such entry relates.

46. Challenging of identity:-

- (1) A candidate or election agent or polling agent may challenge the identity of a person claiming to be a particular voter by depositing a non-refundable fee against receipt with the Presiding Officer in each case as may be fixed by the Executive Committee from time to time.

- (2) On such deposit being made, the Presiding Officer shall:-

- (i) warn the person challenged of the penalty for impersonation;
- (ii) read the relevant entry in the Electoral Roll and ask him whether he is the person referred to in that entry;
- (iii) enter his name and address in the list of challenged votes in Form-9; and
- (iv) require him to affix his signature in the said list.

- (3) The Presiding Officer shall thereafter hold a summary inquiry into the challenge and may for that purpose require the challenger to produce evidence in proof of the challenge and the person challenged to produce evidence in proof of his identity.

(4) If, after the inquiry, the Presiding Officer considers that the challenge has not been established, he shall allow the person challenged to vote; and if he considers that challenge has been established, he shall debar the person challenged from voting.

47. Issue of ballot paper:-

- (1) No ballot paper shall be issued to any voter before the time fixed for the commencement of the poll.
- (2) No ballot paper shall be issued to any voter after the time fixed for the closing of the poll except to voters specified under Rule 52 (1) and (2).'
- (3) Every ballot paper shall before issuance to a voter, be marked with such distinguishing mark as the Returning Officer may direct.
- (4) At the time of issuing a ballot paper to a voter the polling officer shall underline the entry relating to a voter in the copy of the Electoral Roll set a part for the purpose to indicate that he has been issued a ballot paper. He shall not record the serial number of the ballot paper on the Electoral Roll.

48. Voting Procedure:-

- (1) At each polling station there shall be ballot boxes for casting of votes for the election of Dolloi of the Elaka.
- (2) On receiving the ballot paper, the voter shall forthwith proceed to the compartment and mark the ballot paper by putting the seal provided for the purpose against the name and symbol of the candidate to whom elector wants to vote, printed on the ballot paper and he shall insert it in the ballot box kept before the Presiding Officer.
- (3) Every voter shall without undue delay leave the Polling Station as soon as he has casted his vote.

49. Casting of vote by infirmed voter: -

- (1) If the Presiding Officer is satisfied that owing to any physical infirmity an elector requires the physical assistant of another person to proceed and cast his vote, the Presiding Officer shall permit the elector to take with him a companion of not less than eighteen years of age to the voting compartment for recording the vote on the ballot paper on his behalf and in accordance with his wishes, and if necessary, for folding the ballot paper so as to conceal the vote and inserting it into the ballot box.

Provided that the person permitted to act as the companion of an elector on the day of poll under this rule, shall keep secret the vote recorded by the infirm elector.

Provided further that no person shall be permitted to act as the companion of more than one elector at any polling station at the same day.

(2) The Presiding Officer shall keep a brief record of all such cases as in Form-10.

50. Spoilt and returned ballot paper:-

- (1) An elector who has inadvertently dealt with his ballot paper in such manner that it cannot be conveniently used as a ballot paper may on returning it to the Presiding Officer and on satisfying himself of the inadvertence be given another ballot paper and the ballot paper returned and the counterfoil of such ballot paper shall be marked "spoilt-cancelled" by the Presiding Officer.
- (2) If an elector after obtaining a ballot paper decides not to use it, he shall return it to the Presiding Officer and the ballot paper so returned and the counterfoil of such ballot paper shall be marked as "Returned-cancelled" by the Presiding Officer.'
- (3) All ballot papers cancelled under sub-rule (1) or sub-rule (2) shall be kept in a separate packet.

51. Tendered votes:-

- (1) If a person representing himself to be a particular voter named in the Electoral Roll applies for a ballot paper after another person has already voted as such voter, the applicant shall, after due answering such questions as the Presiding Officer may ask be entitled to receive a ballot paper hereinafter referred to as a tendered ballot paper in the same manner as any other voter.
- (2) A tendered ballot paper shall instead of being put into the ballot box be handed over by such person to the Presiding Officer. The Presiding Officer shall then place the ballot paper in a separate packet set apart for the purpose. At the end of the poll the packet containing all such tendered ballot papers shall be sealed and such votes shall not be counted at the time of counting of votes.
- (3) The name of the Elaka, the name of the voter, his serial number in the Electoral Roll and the number of the polling station to which the Electoral

Roll relates shall be entered in a list in Form 11. The person tendering such ballot paper shall sign his name or affix his thumb impression against entry relating to him in that list.

52. Closing of poll:-

(1) The Presiding Officer shall close a polling station at the time fixed in that behalf under Rule 20(2) and shall not thereafter admit any voter into the polling station.

Provided that all eligible voters present and standing in a queue at the polling station before it is closed shall be issued with slip and shall be allowed to cast their votes.

(2) If any question arises whether a voter was present and standing in queue at the polling station before it was closed, it shall be decided by the Presiding Officer and his decision shall be final.

53. Sealing of ballot boxes after poll:-

(1) After the closing of the poll, the Presiding Officer shall close the slit of the ballot box, shall seal up the slit and also allow any candidate, election agent or polling agent present if any, to affix their seals, if they so desire.

(2) The ballot box shall thereafter be sealed and secured.

(3) Where it becomes necessary to use a second ballot box by reason of the first box getting full, the first box shall be closed, sealed and secured as provided under sub-rules (1) and (2) above before another ballot box is put into use.

54. Account of ballot papers:-

The Presiding Officer shall at the close of the poll prepare a ballot paper account in Form-8 and enclose it in a separate sealed cover with the words "Ballot Paper Account" super-scribed thereon.

55. Sealing of other packets:-

The Presiding Officer shall then prepare and seal the following packets: -

- (a) The marked copy of the Electoral Roll.
- (b) The other copy of Electoral Roll.
- (c) The counterfoils of used ballot paper(s).
- (d) The un-used ballot paper(s).
- (e) The cancelled ballot papers.
- (f) The cover containing the tendered ballot papers and the list of tendered ballot papers.

- (g) The list of challenged votes and
- (h) Any other papers directed by the Returning Officer to be kept in sealed packets.

56. Transmission of ballot boxes, packets, etc. to the Returning Officer:-

(1) The Presiding Officer shall deliver or cause to be delivered to the Returning Officer at such place as the Returning Officer, or such other Officer authorised by him in this behalf may direct: -

- (a) the ballot boxes;
- (b) the sealed ballot paper account;
- (c) the sealed packets referred to in Rule 55; and
- (d) all other papers/material used at the poll.

(2) The Returning Officer or any other officer authorised by him in this behalf under the overall directions of the Executive Committee shall make adequate arrangements for the safe transport of ballot boxes. The building in which the ballot boxes are kept shall be adequately guarded by armed police/Homeguard personnel.

57. Adjournment of poll: -

If the proceedings of an election at any polling station for the poll are interrupted by any riot or open violence, or any other obstruction, the Presiding Officer for such polling station may suspend the poll and announce an adjournment to a particular time of the day and in such cases the Presiding Officer shall file an FIR to the Police Station if necessary and forthwith inform the Returning Officer.

58. Postponement of poll: -

(1) If an election is not possible to be held at any polling station on account of natural calamity or any other sufficient cause, the Presiding Officer shall announce the postponement of the poll to a date to be fixed later and forthwith inform the Returning Officer.

(2) Whenever a poll is postponed under sub-rule (1) the Returning Officer shall immediately report the circumstances to the Executive Committee for immediate re-fixation of the day, hours and place on which, the re-poll shall be held and immediately publish the same in manner laid down in Rule 21. The provisions of the rules governing the original poll shall mutatis mutandis apply to the fresh poll taken under this rule.

59. Procedure for Re-Polling:-

- (1) The Returning Officer shall appoint the Presiding Officer and Polling Officers for re-polling and if considered convenient the same Presiding and Polling Officers of the postponed poll shall be assigned duties in the Polling Station for re-poll.
- (2) The Returning Officer shall provide to the Presiding Officer of the polling station, at which the re-poll is to be held, ballot papers, copies of Electoral Rolls and all other election materials required for the purpose.
- (3) The Returning Officer shall apprise the Deputy Commissioner about the re-poll and request for adequate police security.
- (4) The provisions of Rules 38 to 56 (both inclusive) shall apply in relation to the conduct of re-polling as they apply in relation to the poll before it was so postponed.

60. Fresh poll in case of destruction etc. of ballot boxes:-

- (1) If at any election: -
 - (i) any ballot box used at a polling station is unlawfully taken out of the custody of the Presiding Officer or is accidentally or intentionally destroyed or lost or is damaged or tampered with to such an extent, that the result of the poll at that polling station cannot be ascertained; or
 - (ii) any error or irregularity in procedure is likely to vitiate the poll at a polling station.

The Presiding Officer shall immediately report the incident to the Returning Officer, who shall file an FIR in the Police Station and forthwith report the matter to the Executive Committee.

- (2) On receipt of report under sub-rule (1) the Executive Committee shall, after taking all material circumstances into account declare the poll at the polling station to be void, and appoint a day, and fix the hours for taking a fresh poll at that polling station and notify the day so appointed and the hours so fixed and issue such directions to the Returning Officer as it may deem proper.
- (3) The provisions of these rules or orders made thereunder shall apply to every such fresh poll as they apply to the original poll.

CHAPTER – VI. COUNTING OF VOTES.

61. Appointment of Tabulator, Counting Supervisors and Counting Assistants:-

- (1) The Returning Officer shall appoint a Tabulator, Counting Supervisors and Counting Assistants from amongst the officials of the Council as may be required for the purpose of assisting him in the counting of votes in connection with the Election to the office of Dolloi.
- (2) In case where there is a re-poll in any polling station, counting of votes for all the polling stations shall be withheld for counting together with the votes of the re-poll.

62. Appointment of counting agent:-

- (1) Each contesting candidate or his election agent may appoint a person who is not disqualified to be a voter of the Elaka, to act as counting agent by a letter in writing in duplicate in Form-12 signed by the candidate or his election agent, as the case may be.
- (2) The candidate or his election agent shall also deliver the duplicate copy of the letter of appointment to the counting agent who shall on the date fixed for counting of votes, present it to, and sign the declaration contained therein, before, the Returning Officer or such other Officer authorised by him for order and such Officer shall retain the duplicate copy presented to him for information of the Counting Supervisor. No counting agent shall be allowed to perform any duty at the place fixed for the counting of votes, unless he has complied with the provisions of this sub-rule.

63. Supervision and Arrangement for counting of votes:-

At every election where a poll is taken, the Returning Officer or such other Officer(s) as may be authorised by him in this behalf shall arrange a counting room where the votes are to be counted. In the counting room several counting tables shall be arranged in order of Serial number. Every counting table shall accommodate the Counting Supervisor, Counting Assistant and Counting Agent of each contesting candidate, his election agent and his counting agents shall have a right to be present at the time of such counting.

64. Admission to the place fixed for counting:-

(1) The Returning Officer or such other Officer authorised by him in this behalf shall exclude from the place fixed for counting of votes all persons except:-

- (i) Such officials as appointed to assist him in the counting;
- (ii) Public servants on duty in connection with the election; and
- (iii) Candidates, their election agents and counting agents.

(2) No person who has been employed by or on behalf of or has been otherwise working for a candidate in or about the election shall be appointed under clause (i) of sub-rule (1).

(3) The Returning Officer or such other officers authorised by him in this behalf, shall decide which counting agent or agents shall be allowed to present at any particular counting table or group of counting tables.

(4) Any person, who during the counting of votes misconducts himself or fails to obey the lawful directions of the Returning Officer or such other officers authorised by him in this behalf may be removed from the place where the votes are being counted, by the Returning Officer or by any Police Officer on duty or by any person authorised in this behalf by the Returning Officer.

65. Scrutiny of ballot boxes before counting:-

(1) On the date and time fixed for counting of votes under Rule 20(2) (viii), all the ballot boxes shall be brought to the table of the Returning Officer or such other Officers authorised by him in this behalf for scrutiny of the ballot boxes used in each of the polling station at the election and shall satisfy himself that none of the ballot boxes has in fact been tampered with.

(2) If the Returning Officer or such other Officer authorised by him, is satisfied that any ballot box has in fact been tampered with, he shall not count the ballot papers contained in that box and shall follow the procedure laid down in Rule 60 in respect of that polling station.

66.Procedure for counting of votes:-

After scrutiny of the ballot boxes under Rule 65(1) above, the Returning Officer or any officer authorised by him, shall distribute the ballot boxes with the ballot paper account to the Counting Supervisor in their respective table to start the counting of votes in the following manner:-

- (1) Before any ballot box is opened at a counting table, the Counting Supervisor shall allow the agents present to inspect the label bearing the name and number of the polling station, paper seal or such other seals as might have been affixed thereon and to satisfy themselves that it is intact; thereafter break open the paper seal and open the ballot box.
- (2) After the ballot box is opened, the candidates or the election agents, or counting agents who may be present, shall be allowed to inspect the ballot box and satisfy themselves that it bears the proper labels inside the ballot box.
- (3) In the **First Round Of Counting**, the ballot papers in each box(es) shall be taken out and counted randomly and be made up into bundles of 50 (fifty) ballot papers. Each bundle shall be kept together by means of rubber band or piece of string tied at both ends. The number of ballot papers less than 50 (fifty) left in the box(es) shall be indicated by a piece of paper and kept in a separate bundle. The total number of ballot papers found in the box(es) at the polling station shall be ascertained and tallying the same with the Ballot Paper Account. The Counting Supervisor shall enter the accounts in the space provided for in the Ballot Paper Account and sign therein. The empty box be shown to the candidates or the election agents or the counting agent for their satisfaction that no ballot paper has been left inside the box; thereafter deliver all the bundles of the ballot papers with the ballot boxes and Ballot Paper Accounts to the Tabulator.
- (4) (i) The Tabulator on receipt of the bundle of the Ballot Papers and Ballot Paper Account shall check the number of the bundles of the Ballot Papers with the entry made by the Counting Supervisor in the Ballot Paper Account. If found correct he shall signed the Ballot Paper

Account in the space provided for and shall keep separately in a separate tray the bundle of Ballot Papers which is less than 50(fifty) in numbers.

- (ii) The bundles containing full number of 50(fifty) Ballot Papers which are tied together, shall be placed in a big drum or suitable receptacle.
 - (iii) The Tabulator shall maintain for the first round of counting a tabulation sheet in Form-13 and enter therein the number of bundles of ballot papers received by him under sub rule (4) (i) and (ii) above.
 - (iv) The fraction of Ballot Papers which are less than 50(fifty) received from different counting tables shall be clubbed together with another bundle to make it 50(fifty) in numbers and then placed it along with other bundle of Ballot Papers in a drum or suitable receptacle and a further fraction of Ballot Papers which is less than 50 (fifty) be placed with the Returning Officer for counting.
 - (v) The bundles of 50 (fifty) Ballot Papers which are in a drum or suitable receptacle shall be mixed up. The Tabulator shall distribute the number of the mixed up bundles to the counting tables equally as far as practicable together with the **Second Round Of Counting** Score Sheet in Form-14 for counting and recording.
- (5) In the **Second Round Of Counting** the Counting Supervisor on receiving the bundles of 50(fifty) Ballot Papers, sort out the Ballot Papers in favour of each candidate. The Ballot Papers which are doubtful/unclear/uncertain shall be kept separately in a bundle for decision by the Returning Officer. The Counting Supervisor shall enter in the Second Counting Score Sheet of the votes polled against each candidate and the number of doubtful Ballot Papers. The Counted Ballot Papers shall again be bundled together into bundles of 50(fifty) candidate wise and deposit the same along with the Second Counting Score Sheet and the doubtful Ballot Papers to the Returning Officer.
- (6) The Returning Officer shall verify the Second Counting Score Sheet and decide the doubtful votes. After which send the Second Counting Score Sheet with all the ballot papers to the Tabulator for incorporation the same in the consolidated Final Score Sheet in Form-15.

67. Scrutiny and rejection of ballot papers:-

(1) The Returning Officer shall reject the ballot papers if: -

- (i) it bears any mark or writing by which the voter can be identified;
- (ii) it is a spurious ballot paper;

- (iii) it has been so damaged or mutilated that its identity as a genuine ballot paper cannot be established;
- (iv) it bears a serial number, or is of a design different from the serial numbers, or as the case may be, of design of the ballot paper authorised for use at the particular polling station;
- (v) it does not bear any mark which it should have borne under the provisions of sub-rule (3) of Rule 47;
- (vi) it has not been marked by the Presiding Officer under Rule 47(3).
- (vii) it has been marked in the columns of more than one candidates; or
- (viii) it has been marked by an equipment and in the manner other than the equipment and the manner prescribed for that purpose.

Provided that if the mark put by a voter has spread over two columns of the ballot paper then the vote shall be counted in favour of the candidate in whose column the major portion of the mark falls.

- (2) Before rejecting any ballot paper under sub-rule (1) the Returning Officer or such other Officers authorised by him shall allow each counting agent present a reasonable opportunity to inspect the ballot paper but shall not allow to handle it or any other ballot paper.
- (3) The Returning Officer or such other Officers authorised by him, shall record on every ballot paper which he rejects the letter 'R' whether in his own hand or by means of a rubber stamp.
- (4) All ballot papers rejected under this rule shall be bundled together.

68.Counting as far as practicable to be continuous:-

- (1) The Returning Officer or such other Officer authorised by him, shall, as far as practicable, proceed, continuously with the counting of votes and shall, suspend the counting only in exceptional circumstances beyond his control.
- (2) In case of suspension of counting, the Returning Officer shall keep the ballot papers, packets and other papers relating to the election sealed with his own seal and the seals of such candidates or election agent or the counting agents, as may be desirous of affixing their seals and shall cause adequate precautions to be taken for their safe custody during such intervals.

- (3) Resumption of counting of votes temporarily suspended in sub-rule (1) shall take place immediately when the situation returns to normalcy after opening of the seal in the presence of the candidates or election agents or counting agents.

69. Recounting of Votes:-

- (1) After the completion of the incorporation in the consolidated Final Score Sheet in Form-15, the total number of votes polled by each candidate shall be apprised by the Returning Officer to the Candidate/Election Agent.
- (2) A candidate or in his absence, his election agent or any of his counting agents may immediately apply in writing to the Returning Officer, or any other Officer authorised by him in this behalf for a recount of all or any of the ballot papers already counted stating the grounds on which he demands such recount.

Provided that if no application for recount is received within 30 (thirty) minutes after appraisal under sub rule (1) above, the result shall be declared in accordance with Rule 71.

- (3) On an application for recount under sub-rule(2), the Returning Officer, or any other Officer authorised by him in this behalf shall decide the matter and may allow the application in whole or in part or may reject it if it appears to him to be frivolous or unreasonable.

Provided that every decision of the Returning Officer, or any other Officer authorised by him shall be in writing and contain the reasons thereof.

- (4) If the Returning Officer, or any other Officer authorised by him in this behalf, decides under sub-rule (3) to allow an application either in whole or in part, then he shall:-

- (i) count the ballot papers again in accordance with his decision;
- (ii) amend the consolidated Final Score Sheet to the extent necessary after such recount; and
- (iii) apprise the candidates the amendment so made by him.

- (5) After the total number of votes polled in favour of each candidate has been made known under sub-rule (4), the Returning Officer, or such

other Officer authorised by him, shall complete and sign the Consolidated Final Score sheet and application for a recount shall not be entertained thereafter.

70. Equality of votes:-

- (1) If after the counting of votes is completed and equality of votes is found to exist between any candidates, the Returning Officer shall open the packets of tendered votes mentioned in Rule 51(2) and opened the same in the presence of candidates or his Counting Agents or Election Agents. Before counting the tendered votes, they shall be scrutinized in manner as prescribed under Rule 66.
- (2) If, after the completion of counting of tendered votes, the equality of votes is found to exist between any candidates, the Returning Officer shall forthwith decide between those candidates by lot and proceed as if the candidate on whom the lot falls has received an additional vote.

71. Declaration of results:-

After the counting is completed in all respects and the Returning Officer has completed and signed the Final Result Sheet in Form-15, he shall proceed to formally declared the Result of Election in Form-16.

CHAPTER - VII ELECTION PAPERS

72. Custody of papers relating to election:-

On completion of the election, the Returning Officer shall sort out all the papers relating to election and bind them separately in a bundle to be sealed under his signature. All the bundles packed together in a bigger box shall be handed over with the list of the bundles to the Secretary, Executive Committee for safe custody.

73. Production and inspection of election papers:-

While in the custody of the Secretary, Executive Committee the following shall not be opened and their contents shall not be inspected by or produced before any person or authority except under the order of a competent Court: -

- (a) The packets of unused ballot papers;

- (b) The packets of used ballot papers whether valid, tendered, or rejected; and
- (c) The packets of marked copies of the voter's lists.

74. Disposal of Election Papers:-

The election papers and packets shall be retained for a period of 6 (six) months from the date of publication of results and shall thereafter be destroyed subject to any direction to the contrary given by the Executive Committee or by a Competent Court or pending legal proceedings.

CHAPTER – VIII
ELECTION DISPUTES AND APPEALS

75. Election disputes:-

Disputes relating to elections to the office of Dolloi shall be disposed of in accordance with the provisions of Section 10 of the Act.

76. Presentation of Petition:-

- (1) The election petition shall be filed to the Secretary of the Executive Committee as provided under Section 34 of the Act.
- (2) The petitioner shall provide additional copies of the petition equal to the number of respondents.

77. Withdrawal of petition:-

- (1) An election petition may be withdrawn by the petitioner only after the permission of the Secretary, Executive Committee.
- (2) When an application for withdrawal is made, a notice thereof fixing a date for the hearing of the application shall be given to all the parties.
- (3) No application for withdrawal shall be granted if, in the opinion of the Secretary, Executive Committee to whom the petition is presented, such an application has been induced by any bargain or consideration which might not be allowed.

78. Place and procedure of enquiry:-

- (1) The place of the enquiry shall be the office of the Jaintia Hills Autonomous District Council, Jowai.

Provided that, the Secretary, Executive Committee to whom the petition is made, may on being satisfied that special circumstances exist rendering it desirable that the enquiry should be held elsewhere, fix some other convenient place for this purpose.

(2) Notice of the time and place of enquiry shall be given to the parties not less than 7 (seven) days before the first date of hearing.

79. Abatement of appeal:-

If, before the decision on the appeal, the appellant or respondent dies, the appeal shall abate, the Executive Committee shall cause notice of such event.

80. Power to amend:-

The Executive Committee with the approval of the District Council may, at any time, amend or suspend any provision of these Rules and such amendment or suspension shall take effect from the date of publication in the Gazette.

FINELYNES BAREH,

Executive Member I/c Political

Jaintia Hills Autonomous District Council,

Jowai.

These Rules are passed by the District Council in its Summer Session held in the month of July and August, 2019 and in authentication whereof I give my signature.

Dated Jowai,
The 1st August, 2019.

L. BIAM,

Chairman,

District Council

Jaintia Hills Autonomous District Council,

Jowai.

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.

FORM – 1

[See Rule 14 (1)]

APPLICATION FOR INCLUSION OF NAME IN THE ELECTORAL ROLL OF _____
ELAKA.

To,

The Electoral Registration Officer,
Dolloiship Election
_____ Elaka.

Sir,

I Shri _____ resident of _____ falling under
_____ Elaka request that my name be included in the Electoral Roll of _____ Elaka.

Necessary particulars in respect of myself are given hereunder: -

- (i) Name in full (in capital letters)
- (ii) Father's/mother's Name
- (iii) Village
- (iv) Elaka
- (v) District

I hereby declare that:-

- (i) I am a citizen of India.
- (ii) My age onis.....
- (iii) I am a native and a resident of the address given above.
- (iv) I belong to _____ tribe.
- (v) I have not applied for the inclusion of my name in the Electoral Roll of any other Elaka.
- (vi) My name has not been included in the Electoral Roll of the above mentioned Elaka.

Place

Date

Signature/thumb impression of
claimant

Full postal address with mobile No.
(if any)

.....

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.

FORM — 1 A
[See Rule 14 (2)]OBJECTION TO INCLUSION OF NAME IN THE ELECTORAL ROLL OF _____
ELAKA.

To,

The Electoral Registration Officer,
Dolloiship Election
_____ Elaka.

Sir,

I object to the inclusion of the name ofat
serial No. of Part No. of Village in the
Electoral Roll of _____ Elaka for the following reason (s): -

.....
.....
.....

I hereby declare that the facts mentioned above are true to the best of my knowledge
and belief. My name has been included in the Electoral Roll of _____ Elaka, as
indicated below: -

Name in full(in capital letter): -

Father's /Mother's name:-

Serial No.: -Part No.

Name of the Village:-.....

Name of the Elaka

Place

Date

Signature / Thumb impression of objector
Full Postal Address with mobile No. (if
any)
.....

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.

FORM – 1 B
[See Rule 14(3)]CORRECTION OF PARTICULARS IN THE ENTRY OF THE ELECTORAL ROLL
OF _____ ELAKA.

To,

The Electoral Registration Officer,
Dolloiship Election,
_____ Elaka.

Sir,

I submit herein that the entry relating to myself which appears at serial No. _____ of Part No. _____ of _____ Village in the Electoral Roll of _____ Elaka is not correct. It should be corrected so as to read as indicated below:-

.....
.....
.....

Place
Date.....Signature or Thumb impression of the
Elector.
Full Postal Address with Mobile No. (if
any)
.....

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.**FORM – 2**
[See Rule 22]**Notice of Election to the Office of Dolloi, _____ Elaka.**

Notice is hereby given that: -

- 1) Nomination papers are invited for the election to the office of Dolloi _____ Elaka.
- 2) Forms of nomination paper may be obtained from the office of the Jaintia Hills Autonomous District Council, Jowai between the hour of _____ and _____ from _____ (date) to _____ (date).
- 3) Nomination papers may be delivered between the 11:00 AM and 3:00 PM by a candidate or his proposer to the Returning Officer or Assistant Returning Officer at his office on any day other than public holiday and not later than the _____ (date).
- 4) The nomination papers will be taken up for scrutiny at _____ (hours) on _____ (date) at _____ (place);
- 5) Notice of withdrawal of candidates may be delivered by a candidate or his proposer or his election agent to the Returning officer or Assistant Returning Officer at his office before 3 o'clock in the afternoon on _____.
- 6) The symbols will be allotted to the candidates between _____ (time) to _____ (time) on _____ (date) at _____ (place).
- 7) In the event of the election being contested the poll will take place on _____ between _____ AM and _____ PM.

Place _____
Date _____

Returning Officer,

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.**FORM – 3**
[See Rule 27 (vi)]**LIST OF VALID CANDIDATES**

To the Election of Dolloi, _____ Elaka.

The following are the names of candidates found valid after scrutiny of nomination papers for election to the office of Dolloi:-

Sl. No.	Name of Candidate	Name of *father/mother	Address of candidate

Place

Returning Officer

Date

*Strike off the inappropriate alternative.

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.**FORM – 3 A**
[See Rule 30 (2)]**FINAL LIST OF CONTESTING CANDIDATES**
(In alphabetical order)

To the Election of Dolloi, _____ Elaka.

The final list of contesting candidates are as follows:-

Sl. No.	Name of Candidate	Name of *father/mother	Address of candidate

Place

Date

Returning Officer

*Strike off the inappropriate alternative.

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.**FORM – 4****[See Rule 32]****FINAL LIST OF CONTESTING CANDIDATES ALONG WITH ALLOTTED SYMBOLS.**

Sl. No.	List of Candidates	Allotted Symbol.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Place

Date

Returning Officer

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.

FORM – 5

[See Rule 33 (1)]

FORM OF APPOINTMENT OF ELECTION AGENT FOR ELECTION OF DOLLOI.

I,
a candidate for election of:-

Dolloi of _____ Elaka.

To be held on hereby appoint
Shri/Smt. as
my Election Agent for the above election from this date.

Details of the Election Agent in the Electoral Roll: -

Serial No. Part No.

Name of the Village

Name of the Elaka

Place

Date

.....

Signature of Candidate.

I hereby accept the above appointment.

Place

Date

Signature of Election Agent

Approved

Place

Date

Signature of Returning Officer

*Strike out which is not applicable.

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.

FORM – 6

[See Rule 34 (1)]

APPOINTMENT OF POLLING AGENT

Election to:-

Office of the Dolloi of

.....

I, a candidate//the election agent of

Shri who is a candidate at the above election do

hereby appoint (Name and

address) as a Polling

Agent to attend Polling Station No..... at

Place.....

.....

Date

Signature of Candidate/Election Agent.

I agree to act as such Polling Agent, Place

Place

.....

Date

Signature of Polling Agent.

Allowed

Place: _____

Date: _____

Signature of Presiding Officer

* Strike out which is not applicable.

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.

FORM - 7
[See Rule 37 (1)]

DECLARATION OF RESULT ON UNCONTESTED ELECTION

*Election to the office of Dolloi _____.

.....

In pursuance of the provisions contained in rule 37(1) of the Jaintia Hills Autonomous District (Election to the Office of Dolloi) Rules 2019, I declare that: -

..... (Name)

..... (Address)

has been duly elected (uncontested) to the Office of Dolloi _____ Elaka.

Place

Date

(Signature)

Returning Officer.

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.

FORM – 8

[See Rule 40 (3) and 54]

BALLOT PAPER ACCOUNT

Election to the Office of the Dolloi _____ Elaka.

Polling Station No. _____ Name of Polling Station.....

1. Number of ballot papers received by the Presiding Officer _____

From Sl. No. _____ to Sl. No. _____

2. Number of ballot papers used

From Sl. No. _____ to Sl. No. _____

3. Number of unused ballot papers

From Sl. No. _____ to Sl. No. _____

4. Number of ballot papers used but not
inserted in the ballot box: -

(a) Number of ballot papers cancelled

(b) Number of tendered ballot papers

5. Number of ballot papers in Ballot Box

6. Grand Total (3+4+5)

Place

Signature of Presiding Officer.

Date

Continue Next Page

First Round Of Counting**7. Record of Counting Supervisor – Counting Table No. _____**

Sl. No.	Ballot papers found in the box	Bundle of 50 ballots	No. of ballot papers
1	Number of bundle of 50 ballot papers		
2	Fraction less than 50 in a bundle		
3	Missing ballot papers from the box		
4	Extra ballot papers found in the box		
	Grand Total		
Discrepancy found with column 6 prepage			

Place _____

Date _____

Signature of Counting Supervisor

Receipt of Tabulator

Received as detailed above and entered in the Tabulation Sheet First Round of Counting.

Place _____

Date _____

Signature of Tabulator

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.

FORM – 9

[See Rule 46 (2) (iii)]

LIST OF CHALLENGED VOTES.

Particulars of Challenged votes during the election to the office of Dolloi

Polling Station No.

.....

Place

Sl No.	Name of Challenger	Fee Paid. (₹)	Signature of Challenger	Name of voter under challenged	Sl. No. in voter list under challenged	Present address of the person challenged

Signature or thumb impression of the persons challenged	Name of identifier, if any	Order of Presiding Officer

Place

.....

Signature of Presiding Officer

Date

*Strike out which is not applicable.

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.

FORM – 10

[See Rule 49 (2)]

LIST OF INFIRMED VOTERS

SL. No.	Name of Infirm Voter	Sl. No. in the Electoral Roll	Name & Signature of Companion

Polling Station _____

Date _____

Signature of Presiding Officer

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.

FORM – 11
[See Rule 51 (3)]

LIST OF TENDERED VOTES

Election to: -

The Office of the Dolloi

Polling Station No.

Sl. No.	Name of voter	Sl. No. in voter's list of Elaka	Sl. No. of tendered ballot paper	Signature or thumb impression of the person tendering Vote
1				
2				
3				
4				
5				
6				
7				
9				

Place

Date

.....

Signature of Presiding Officer.

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.

FORM – 12

[See Rule 62 (1)]

APPOINTMENT OF COUNTING AGENT

(In Duplicate)

Election to the Office of the Dolloi Elaka.

I the candidate/the election agent of Shri
..... who is a candidate at the above election do hereby
appoint(Name and address)
..... as a Counting Agent to attend the
Counting Hall at on the at
.....A.M/P.M

Place

Date

.....

Signature of Candidate/Election Agent.

Declaration of the Counting Agent to be signed before the Returning Officer

I agree to act as the Counting Agent.

Place

Date

.....

Signature of Counting Agent.

Approval/Instruction/Order of the Returning Officer.

Counting Table No. _____

Place

Date

Signature of Returning Officer

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.

FORM – 13

[See Rule 66(4)(iii)]

Tabulation Sheet - First Round of Counting

Election to the office of Dolloi, _____ Elaka.

(Tallying with Ballot Paper Accounts)

Counting Table No.	Number and Name of Polling Station	Record of Ballot Paper Account inside the Box	Number of Bundles of 50 ballots	Number of Ballots less than 50	Total Nos. of Ballots (4+5)	Discrepancy if any
1	2	3	4	5	6	7
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
	Grand Total Continued to Next Page No...					

If required use extra sheets.

Tabulated by

Verified by

Tabulator

Returning Officer

Place _____

Date _____

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.

FORM – 14
[See Rule 66(4)(v) and (5)]

SECOND ROUND COUNTING SCORE SHEET

Election to the office of Dolloi, _____ Elaka.

Total Ballot Papers distributed for counting to Counting Table No. _____

(i) Number of bundle of 50 ballot papers _____ Nos.

(ii) Total number of Ballot Papers in all the bundles _____ Nos.

Date

Signature of Tabulator

Outcome of Counting - Counting Table No. _____

Sl. No.	Name of candidate	Symbol	Votes secured	Doubtful Votes Decided by Returning Officer	Total Column 4 + 5	Remarks
1	2	3	4	5	6	7
1						
2						
3						
4						
5						
6						
7						
	Total Rejected Votes					
	Grand Total					

Verified by

Date

Signature of
Counting Supervisors

Returning Officer

Signatures of Counting Agents

	Names	Signature
1	_____	_____
2	_____	_____
3	_____	_____

Incorporated in the
Consolidated Final Score Sheet

Tabulator

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.

FORM – 15

[See Rule 66(6) and 69]

Election to the office of Dolloi, _____ Elaka.

Consolidated Final Score Sheet

1 Names of Candidates					Total
2 Symbol					
3 Table No. 1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
Total					
Signature of Candidate					

Compiled by _____

Verified by _____

Tabulator _____

Returning Officer

Place _____

Date _____

OFFICE OF THE JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL :: JOWAI.**FORM – 16**
[See Rule 71]**RESULT OF ELECTION OF DOLLOI _____ ELAKA.**

I Shri/Smt. _____ Returning Officer of the Election to the office of Dolloi of _____ Elaka in exercise of the powers conferred upon me under Rule 71 of the Jaintia Hills Autonomous District (Election to the Office of Dolloi) Rules, 2019 hereby declare the Election of Dolloi as follows: -

Total number of Electors in the Elaka _____ Nos.

Number of Electors who exercised their Votes _____ Nos.

Percentage of Voting is _____ Percent.

1. Shri. _____ Candidate with symbol of _____ secured ____ Votes
2. Shri. _____ Candidate with symbol of _____ secured ____ Votes
3. Shri. _____ Candidate with symbol of _____ secured ____ Votes
4. Shri. _____ Candidate with symbol of _____ secured ____ Votes
5. Shri. _____ Candidate with symbol of _____ secured ____ Votes
6. Shri. _____ Candidate with symbol of _____ secured ____ Votes
7. Invalid Vote _____ Nos.

I hereby declared Shri _____ who secured the highest number of Votes polled, the successful Candidate to be the Dolloi of _____ Elaka with effect from the date that the Sanad will be issued to him by the Executive Committee, Jaintia Hills Autonomous District Council.

No: JHADC/Pol/

Dated Jowai, the _____

Returning Officer
Election to the office of Dolloi
Jaintia Hills Autonomous District Council,
Jowai

Appendix I

[See Rule 25]



Office of the Jaintia Hills Autonomous District Council, Jowai.

Nomination Paper for Election of Dolloi of _____ Elaka.

Nomination Fee	
Receipt	Date
Stamp	

Acknowledgement Receipt

Sl. No. _____

This nomination paper was delivered to me at my office today, the
..... at hour.

Signature of Returning Officer

Office Seal

ELECTION OF DOLLOI.

1. Name of Candidate(in block letters): - _____
2. Name of eligible clan to
which the candidate
belonged: _____
3. Father's/Mother's Name: _____
4. Age as on 1st January, 20__ : _____
5. Address: _____
6. Religion: _____
7. Part No. and Name of
Village in which the name
of the Candidate is included
in the Electoral Roll: _____
8. Serial No. of the Candidate
in the Voter's list: _____
9. Name of the Proposer: _____
10. Part No. and Name of Village
in which the name of the Proposer
is included in the Electoral Roll: _____
11. Serial No. of the Proposer
in the Voter's list: _____
12. Signature of the Proposer: _____
13. Name of the Seconder: _____
14. Part No. and Name of Village
in which the name of the Seconder
is included in the Electoral Roll: _____
15. Serial No. of the Seconder
in the Voter's list: _____
16. Signature of the Seconder: _____
17. Whether the candidate is holding any office of profit? _____
If Yes, details of the office held _____
18. Whether the candidate has been declared unsound mind by a competent Court or
such other authority? _____

19. Whether the candidate has been declared insolvent by any Court? _____
If Yes, has he been discharged from insolvency? _____
20. Whether the candidate has been convicted of any offence(s) under the Indian Penal Code or under the Criminal Procedure Code or under any other Law for the time being in force in India or of any offence involving moral turpitude? _____
If the answer is "Yes", the candidate shall furnish the following information:
(i). Name of Court and Place _____
(ii). Case/FIR/Warrant Number _____
(iii). Law and Section(s) _____
21. Whether any criminal proceedings/warrant pending against the candidate in connection with any Criminal offence prior to the filing of the nomination? _____
If the answer is "Yes", the candidate shall furnish the following information:
(i). Name of Court and Place _____
(ii). Case/FIR/Warrant Number _____
(iii). Law and Section(s) _____
22. Whether the candidate has been dismissed from service under any Government or Autonomous District Council or Local Authority or Corporate Body? _____
23. Whether the candidate is a member of the Parliament or State Legislature or District Council or Local Authority? _____.

Place

Date

I hereby declared that I agree to this nomination.

Place

Date

Signature of the Candidate

SELECTION OF AN ELECTION SYMBOL

I hereby declared that I have selected the Symbols mentioned here under in order of preference as the Symbol of my election.

NAME OF THE SYMBOLS

1. _____
2. _____
3. _____
4. _____

Place

Date

Signature of the Candidate

CERTIFICATE OF SCRUTINY

I hereby scrutinised the eligibility of the Candidate, the Proposer and the Secunder and find that they are respectively qualified to stand the election, to propose and to second the nomination.

The nomination paper is accepted.

Place

Date

Signature of the Returning Officer

Seal _____

I have scrutinised the eligibility of the Candidate, the Proposer and the Secunder and found that the Candidate is not qualified to stand the election for the reason given hereunder, the nomination paper is therefore rejected.

Reasons: -

Signature of the Returning Officer

Seal _____

Schedule – I
List of Election Symbol and designs

1. Star

-



2. Tree

-



3. Hut

-



4. Scales

-



5. Two Leaves

-



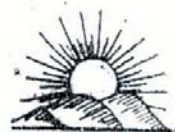
6. Sparrow

-



7. Rising Sun

-



8. Ladder

-



9. Umbrella

-



Schedule – I
List of Election Symbol and designs

10. Lamp

-



11. Pen

-



12. Spectacle

-



13. Monolith

-



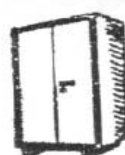
14. Walking Stick

-



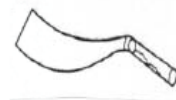
15. Almirah

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16. Dao

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17. Ball

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